



# City of San Marino

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VIA EMAIL

August 9, 2019

MuckRock News

Attn: Caroline Haskins

[78129-39463081@requests.muckrock.com](mailto:78129-39463081@requests.muckrock.com)

Re: Public Records Act Request

Dear Caroline Haskins,

I am writing on behalf of the City of San Marino regarding your July 30, 2019, public records request pertaining to 1) All instructional materials, presentations and presentation materials (including recorded video and audio, PowerPoint files, prepared remarks, and slides formats), and other guidance on the use of Ring devices and/or the Neighbors app. This includes A) any notes taking during meetings that discussed the use of Ring devices and/or the Neighbors app, B) any explanations (whether internally or externally generated) of how Ring devices and/or the Neighbors app work, and C) any other document that has been used to help explain the use of Ring devices and/or the Neighbors app to any party, including internal documentation, public relations materials, and executive summaries. 2) A copy of any privacy impact assessments, use policies, standard operating procedures, data retention policies, legal opinions, warranties, non-disclosure agreements, contracts, liability waivers, insurance agreements, Requests for Proposals, Responses to Requests for Proposal, Memorandums of Understanding, Letters of Interest, usage policies, or informal agreements between the police department and Ring. 3) A copy of any funding opportunity announcements, grant applications and grantor status/progress reports, reports to legislative bodies, annual reports that mention Ring or the Neighbors app, as well as audit records, including but not limited to security audits of the software, misuse reports, and reports to oversight bodies. 4) Any digital communications including but not limited to emails and text messages) as well as documents, (including but not limited to PDF, word processing, excel, and slide documents) that mention Ring or the Neighbors app. 5) Any digital communications (including but not limited to emails and text messages) with Ring representatives.

14-day Extension

California Government Code Section 6523(c) requires the City to provide a response to your request within 10 days of receipt indicating what, if any, of the documents sought will be disclosed. Government Code Section 6253(c) also permits the City to extend the period in which it responds to your request by an additional fourteen days, if necessary.

The purpose of this correspondence is to advise you that, pursuant to Government Code Section 6253(c)(2), the City is extending its determination by fourteen (14) days from the tenth day following the City's receipt of your request. This is because there is a need to "search for, collect, and appropriately examine a voluminous amount of separate and distinct records." The examination of records will include a review to determine if any of the records are exempt from disclosure pursuant to any exemption set forth in the Public Records Act."

A determination regarding your request will be dispatched to you no later than **August 23, 2019**. In the event the documents are collected and examined, and a determination on their disclosure is made prior to that time, we will provide you with that material sooner.

Should you have any questions, please contact me at (626) 300-0705.

Sincerely,



Eva Heter  
City Clerk

Cc. John Incontro, Police Chief

